

# TOWN OF EAST HAMPTON AGENDA REPORT

Agenda Item: 8A

Item to be presented by: Town Manager

DATE: October 9, 2012

SUBJECT: Potable Water Supply for the Chatham Historical Society

DEPARTMENT: WPCA

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RECOMMENDED ACTION - to consider utilizing a private water supply well from an adjacent property as the source of water for the Chatham Historical Society.

BACKGROUND – An interconnection from the Village Center Water System was recently discussed as a possible solution for potable water to the property because obtaining a water supply well permit for the property could not be granted pursuant to Section 19-13-B51m of the Public Health Code, i.e. the property line is within 200' of a community water system. Connecting the Chatham Historical Society building to a nearby private well will be even more difficult as approval from the Department of Public Utilities Regulatory Authority (CTPURA) and the Public Health (CTDPH) is necessary since it creates a “public water system”, more specifically, a Transient Non-Community Water System (See attached information provided by the CTDPH).

Section 19-13-B102 (a) (10) of the Public Health Code defines a Transient Non-Community Water System as a public water system which serves at least twenty-five (25) non-residents at least sixty (60) days out of the year and is not a community system.

The development and creation of any public water system in Connecticut starts with the requirement known as “Certificate of Public Convenience and Necessity” (CPCN), under Section 16-262m of the CGS. There are three parts to the application but the most difficult to obtain is the first part known as a Phase 1-A. A Phase 1-A application must be prepared by a Professional Engineer licensed in Connecticut and grants the developer approval of the well site.

In the second question #B-2, “Feasible Interconnection”. Question “*Is there a feasible interconnection of the proposed water system to an existing regulated public service or municipal water utility or regional authority?*” The issuance of this approval means that the CTPURA and CTDPH have determined that a main extension to an existing system is not feasible and that there will be no duplication of service of other existing water utilities in the area when the project is finished.

RECOMMENDATION: No recommendation can be made as that simply is not the case.

ALTERNATIVE ACTIONS – Connect to Town water system

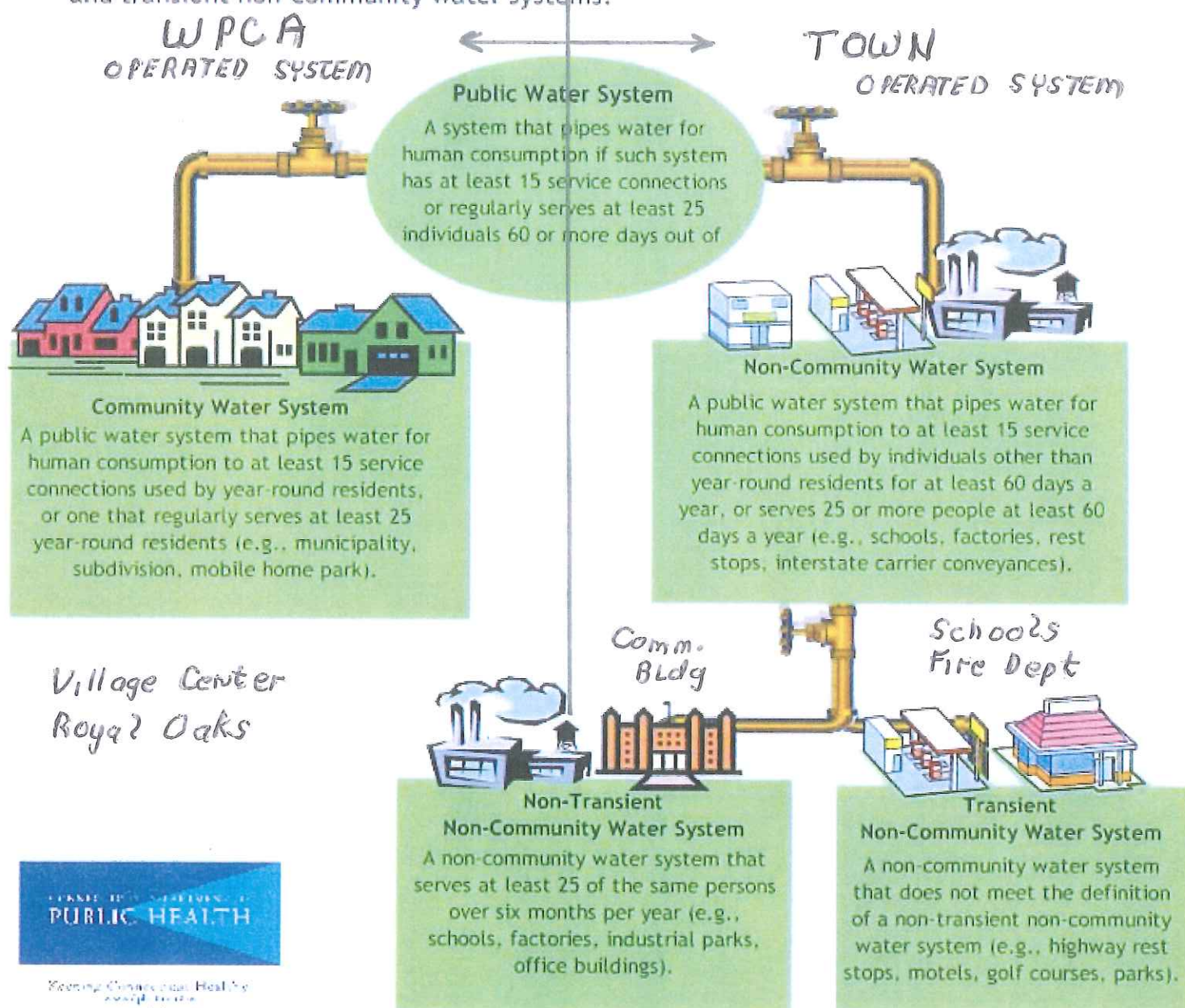
## FISCAL IMPACT

Town system \$57,750

Public Water System \$ (unknown, cost allocated to owner of well)

# Types of Public Water Systems

A "public water system" has 15 or more service connections or regularly serves at least 25 people 60 or more days a year. A system that serves water 60 or more days a year is considered to "regularly serve" water. Public water systems can be publicly or privately owned. Public water systems are subdivided by regulation into two major categories: community and non-community water systems. This division is based on the type of consumer served and the frequency the consumer uses the water. Basically, a community system serves water to a residential population, whereas a non-community system serves water to a non-residential population. The non-community category is further broken down into two categories: non-transient non-community water systems and transient non-community water systems.





**East Hampton Public Schools  
East Hampton, Connecticut**

# MEMO

**Date:** October 3, 2012

**To:** Mike Maniscalco

**From:** Kevin Reich

**Subject:** Financial Request for Building Committee

On Thursday, September 27, 2012, The Board of Finance voted to appropriate \$200,080 from the fund balance for pre-referendum costs to fund architectural and consultant services as well as hire a construction manager to oversee the East Hampton High School Renovation Project. For your convenience, I have attached documents to support the Board of Finance's recommendations. Could this be placed on the Town Council's October 9, 2012 agenda?

If you have any questions, please contact me at 860-365-4000.

cc: Sharon Smith  
Michele Barber  
Jeff Jylkka  
Matthew Walton  
Judith A. Golden, Ph.D  
Mark Laraia

East Hampton High School Renovation Project Pre-Referendum Budget Request		
Services	Fee	Services Rendered
Architectural Services	\$61,5000 (Not to exceed)	<p>The phase 1 scope of work for the East Hampton High School Project consists of a three-part process leading to a successful referendum. The design team will do the following:</p> <ul style="list-style-type: none"> <li>• Establish District Goals and Objectives</li> <li>• Evaluate the Existing School Facilities</li> <li>• Confirm Education Specifications and Space Program for the East Hampton High School</li> <li>• Investigate Multiple Development Scenarios</li> </ul>
Environmental Construction Services	\$5,800 (Not to exceed)	Eagle Environmental will provide a Pre-Renovation Hazardous Building Materials Inspection Report. The final report will provide an inventory of the identified hazardous building materials including location and quantity. The report will also include a cost estimate for abatement.
Legal Fees	\$10,500	The fees are for legal expenses associated with development of contracts and contract negotiations with various vendors.
Project Management Services	\$62,280 (Not to exceed)	<p>Capitol Region Education Council (CREC) would provide pre-referendum services from project inception to an approved referendum. Services will include:</p> <ul style="list-style-type: none"> <li>• Management and coordination of all owner held contracts</li> <li>• Procurement of any other services required by the Building Committee including preparing RFQ/RFP process documentation</li> <li>• Coordinate and attend all project meetings with architect, construction manager, East Hampton High School or Board of Education staff</li> <li>• Review/consolidate all estimates and cost studies prepared by the project team</li> <li>• Review and analyze proposed designs to determine eligible, ineligible and town's share of project</li> <li>• Attend Building Committee meetings</li> <li>• Assist the Building Committee with administration support</li> </ul>
Construction Manager	\$60,000	This individual will work closely with the Building Committee and with CREC (Project Management Services provider) to assist and monitor the architectural firm doing the design phase prior to referendum.
<b>Total</b>	<b>\$200,080</b>	



# EAGLE Environmental, Inc.

- Industrial Hygiene / IAQ
- Hazardous Building Materials
- Environmental Assessments
- Laboratory Services & Training

September 28, 2012

Mr. Kevin M. Reich  
Assistant Superintendent of Schools  
East Hampton Public Schools  
94 Main Street  
East Hampton, CT 06424

**RE: Request for Proposal  
Project #062512-HSAR  
Environmental Consulting Services  
Addition & Renovate-As-New at East Hampton High School  
Eagle Proposal No. 12 - 225**

Dear Mr. Reich:

It was nice talking to you this morning.

As requested, we have revised the Fee Proposal page of the Proposal dated July 2, 2012 changing the fee from "Lump Sum" to "Not-to-Exceed". The revised page is attached.

Please do not hesitate to contact us if you have any more questions. We look forward to the opportunity of working with the Town of East Hampton and East Hampton Public Schools on this project.

Sincerely,  
Eagle Environmental, Inc

Ashis Roychowdhury  
Executive Vice President

\\Eagle-server\PROPOSALS\Clients\EE\East Hampton, Town of\2012\East Hampton HS - Revised Fee Proposal.doc

**ATTACHMENT A**

**FEE SCHEDULE**

## FEE SCHEDULE:

### PHASE ONE - FEES:

\$ 5,800.00 NOT-TO-EXCEED

(Written Amount: Five Thousand Eight Hundred Dollars)\*

\* Includes analysis of up to one hundred thirty (130) PLM samples, five (5) PLM point-count and three (3) TEM-NOB asbestos samples, two (2) lead TCLP samples and the cost of retaining a roofer. Does not include inspection and cost of analyzing PCB "source" samples

\$ 0.00 REIMBURSABLE EXPENSE (Not to Exceed)

(Written Amount: None)

Following are the hourly rates for different personnel categories:

Principal/Vice President .....	\$130.00/hr
Licensed Environmental Professional (LEP).....	\$110.00/hr
Senior Project Manager .....	\$100.00/hr
Project Manager/Licensed Project Designer.....	\$ 85.00/hr
Senior Environmental Consultant .....	\$ 70.00/hr
Licensed Asbestos Management Planner .....	\$ 70.00/hr
Licensed Asbestos/Lead Inspector.....	\$ 62.50/hr
Licensed Asbestos/Lead Project Monitor .....	\$ 62.50/hr
AutoCAD .....	\$ 60.00/hr
Clerical/Administrative.....	\$ 40.00/hr



# *The S / L / A / M Collaborative*

October 1, 2012

Mr. Kevin Reich Assistant Superintendent  
Town of East Hampton  
94 Main Street  
East Hampton, CT 06424

RE: East Hampton High School – Fee Proposal

*Architecture  
Planning  
Interior Architecture  
Structural Engineering  
Landscape Architecture  
Construction Services*

Dear Mr. Reich:

Thank you for your call Friday to discuss the current status of the project and our contract. We are looking forward to working with the Committee on this exciting project for the Town of East Hampton and students of East Hampton High School

Per our conversation, the lump sum Phase One fees as stated in our proposal dated June 6, 2012 is a not to exceed value for the scope of work described as is the value for reimbursable expenses.

If you have any further questions, please do not hesitate to call.

Sincerely,

*The S / L / A / M Collaborative*

Glenn R. Gollenberg, AIA  
Principal

*Atlanta, GA*

*Boston, MA*

cc: Mr. Frank Grzyb  
Ms. Amy Samuelson

*Somerset Square  
80 Glastonbury Boulevard  
Glastonbury  
Connecticut 06033-4415  
Phone 860 657.8077  
Fax 860 657.3141*

*mail@slamcoll.com  
www.slamcoll.com*



## **FEE PROPOSAL - EAST HAMPTON HIGH SCHOOL**

The S/L/A/M Collaborative is pleased to submit our fee proposal, based on a Total Project Cost of \$38,000,000 and an estimated Construction Cost of \$28,500,000.

### **PHASE ONE - FEES**

LUMP SUM

*(Fifty-six Thousand, Five Hundred Dollars)*

REIMBURSABLE EXPENSES (Not to Exceed)

*(Five Thousand Dollars)*

### **PHASE TWO - FEES**

SCHEMATIC DESIGN (Lump Sum)

*(Two Hundred Forty-Seven Thousand, Five Hundred Dollars)*

DESIGN DEVELOPMENT (lump Sum)

*(Four Hundred Twelve Thousand, Five Hundred Dollars)*

CONSTRUCTION DOCUMENTS (Lump Sum)

*(Four Hundred Ninety-Five Thousand Dollars)*

BIDDING (Lump Sum)

*(Eighty-Two Thousand, Five Hundred Dollars)*

CONSTRUCTION ADMINISTRATION (Lump Sum)

*(Four Hundred Twelve Thousand, Five Hundred Dollars)*

TOTAL FEE

*(One Million, Six Hundred Fifty Thousand Dollars)*

REIMBURSABLE EXPENSES (Not to Exceed)

*(Sixty Thousand Dollars)*

### **PROJECT SCHEDULE**

**PHASE ONE:** Number of calendar days to complete Phase One's Scope of Work (Items #1-5) is

SLAM can provide resources to meet any adjustment required for completion of Phase I Scope.

**PHASE TWO:** Bar Graph

- Please refer to Section 3 - Project Schedule of this proposal for Work Plan and Bar Graph
- List of Hourly Rates and Reimbursable Items follow
- Sample Insurance Certificate follows

## HOURLY FEE SCHEDULE

The basic hourly fees for this firm are charged at the following rates:

### Architecture

Principal	\$200.00
Project Manager	\$135.00
Cost Estimator	\$110.00
Project Architect	\$120.00
Design Architect/Sr. Design Architect	\$120.00 / \$135.00
Planner	\$120.00
Staff Architect/Sr. Staff Architect	\$85.00 / \$105.00
Construction Representatives	\$115.00
Support Staff	\$75.00

### Interior Design

Sr. Interior Designer	\$120.00
Interior Designer	\$85.00

### Structural Engineering

Principal	\$200.00
Structural Engineer	\$125.00
Structural Design Staff	\$105.00
Staff Engineer	\$85.00

### Landscape Architecture

Landscape Architect	\$120.00
Landscape Design Staff	\$85.00

All reimbursable consultants are billed at their regular rate plus 15%.

All reimbursable expenses are in addition to the charges for personnel and consultants and include actual expenditures made by the Architect, his employees, or his consultants in the interest of the project for the following incidental expenses:

- 1) Transportation and living expenses when traveling in connection with the project.
- 2) Faxes and long distance telephone charges.
- 3) Regular postage and overnight delivery charges.
- 4) Expense of plotting drawings and drawing reproductions.
- 5) Fees paid for securing approval of authorities having jurisdiction over the project.

- 7) If authorized in advance by the Owner, the expense of overtime work requiring higher than regular rates; perspectives or models for the Owner's use; fees of specialty consultants for other than the normal civil, structural, mechanical or electrical engineering services.
- 8) The cost of additional insurance required by Owner above the normal levels already carried by Architect.

All reimbursable expenses are billed at actual cost plus 15%.

Invoices for services rendered are presented monthly; accounts over thirty (30) days are subject to a charge of 1.0% per month on the unpaid balance.

The above hourly rates are subject to change on May 1, 2013.



September 27, 2012

Mr. Kevin M. Reich  
Assistant Superintendent  
East Hampton Public Schools  
94 Main Street  
East Hampton, CT 06424

108 Charter Oak Avenue  
Hartford, Connecticut 06106  
Office Phone: 860.509.3732  
Cell Phone: 860.250.9044  
jmena@crec.org  
www.crecconstruction.org

Ref: **East Hampton High School – Construction Project  
Owner's Project Management Services Proposal  
Services & Components and Fee Cost Adjustments**

Dear Mr. Reich:

As a follow-up to CREC's previously submitted proposal on September 17, 2012, we provide this letter to further explain our services and their respective components, outlining what will be performed under the three distinct phases: Pre-referendum, post-referendum, and project management plan (PMP) development. Also included is the fee cost adjustments associated with those services. The post-referendum and PMP development phases are services which follow the referendum approval, if the Building Committee desires to have CREC perform them.

#### **Fee Cost Adjustments and Clarifications**

Our not-to-exceed fee structure has changed since the month of September has now elapsed. Therefore, our costs have been adjusted accordingly. See attached. We have also eliminated any services directly related to construction management services (estimating, scheduling, and constructability).

We reiterate that the fee proposal submitted for your consideration is based on a not-to-exceed basis. As such, we will invoice based upon the number of hours worked, not exceeding the hours quoted in fee proposal. If time efficiencies are achieved, costs will be less.

Our services are eligible for reimbursement by the State of Connecticut, as part of the overall project costs. The current reimbursement rate for renovation projects for the Town of East Hampton is 52.50%.

#### **Services and Respective Components**

Our proposal and related services are structured in three main areas of Owner's Project Management service:

#### **Pre-Referendum Services - Project Inception to an approved referendum (now until March 2013) which includes:**

- Management and coordination of all owner-held contracts (e.g. Architect, Construction Manager, Environmental Consulting, etc.). We provide a single point of contact for the building committee.
- Procurement of any other services required by the Building Committee including RFQ and RFP process documentation (e.g. Construction Management services) as required by the State of Connecticut's reimbursement guidelines, and public notices including State Contracting Portal.
- Contract/agreement assistance, review, and negotiation for all owner-held contracts (e.g. Construction Management).
- Coordinate and attend all project meetings with architect, construction manager, East Hampton High School and Board of Education staff, and other project consultants. This includes the various schemes the architect will prepare and the construction manager will review for estimating and constructability.

- Coordinating effort for preliminary space programming exercises, to confirm facility size required for programmatic needs and student population.
- Review/Consolidate all estimates and cost studies prepared by the project team.
- Review of proposed designs and analyzing ineligible, limited eligible, and town share costs impacts/exposure, including space standards analysis.
- Assist in developing different cost options for building committee consideration.
- Building committee attendance.
- Assisting the building committee with clerical and administrative support (e.g. agendas, meeting minutes, communications, etc.).

**Post Referendum Services - From an Approved Referendum to Grant Application Submittal (April thru June 2013), which includes:**

- Management and coordination of all owner-held contracts as required, including meetings required to acquire information for educational specifications.
- Coordination with East Hampton Public Schools and its Board of Education, including necessary approvals.
- Assistance with compiling and completing a complete set of Educational Specifications:
  - Finalize project space program and descriptions
  - Site requirements
  - Architectural requirements
  - MEP requirements
  - FF&E requirements for all spaces, including technology equipment (including computers, printers, phones, etc.)
  - Establishment of design guidelines and standards
  - Commissioning requirements
  - Performance criteria
- Assistance with compilation and coordination of all activities and required documentation for a complete grant application.
- Preparation of the grant application and all related information (e.g. 8-year projected enrollment), review and submittal of a completed grant application to the State of Connecticut, Department of Construction Services by June 30, 2013.

**Project Management Plan (PMP) Development - Assistance with Review and Development of Project Processes & Procedures, and Project Management Plan Development, which includes:**

- Review and development of all building committee procedures.
- Assistance with stakeholder establishment.
- Project review processes and procedures, including design process review.
- Protocols and procedures related to the coordination among all town entities (e.g. Building Committee, Town of East Hampton, Board of Education, and East Hampton Public Schools).
- Establishment/setup of the master project schedule.
- Establishment/setup of the master project budget, including budget detail report that identifies all project budget costs, cash flow study, and state reimbursement model.

If you have any questions, please contact me at your convenience.

Sincerely,  
CREC Construction Division



John A. Mena – Division Director

cc. S. Cruz-Serrano



[illegible]

## Half Time PM and Project Executive

		Pre-Referendum Services					Post-Ref.			PMP Dev.			Pre-Ref. Service			Post Ref.			PMP Dev.								
		"2012"			"2013"					Total Hours			Hourly Rate			Total			Total Hours			Hourly Rate			Total		
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep														
Project Executive John Mena		20	20	20	20	20	20	20	20	20	20	20	20	120	\$ 145	\$ 17,400	60	\$ 145	\$ 8,700	60	\$ 145	\$ 8,700					
		80	80	80	80	80	80	80	80	80	80	80	80	480	\$ 125	\$ 60,000	240	\$ 125	\$ 30,000	240	\$ 125	\$ 30,000					
Project Manager Jim Giuliano														0	\$ 110	\$ -	0	\$ 110	\$ -	0	\$ 110	\$ -					
														0	\$ 125	\$ -	0	\$ 125	\$ -	0	\$ 125	\$ -					
Financial Management Cindy Martinez																											
Estimating/Scheduling														0	\$ 65	\$ -	0	\$ 65	\$ -	0	\$ 65	\$ -					
Clerical/Administrative Assistance																											
Subtotals																\$ 77,400			\$ 38,700			\$ 38,700			\$ 38,700		
	Total Costs																								\$ 154,800		
	State Reimbursement (52.50%)															\$ 40,635			\$ 20,318			\$ 20,318			\$ 20,318		
	Town Share Costs (47.50%)															\$ 36,765			\$ 19,393			\$ 19,393			\$ 19,393		
	Total Town Costs																								\$ 73,530		



**Nancy Hasselman, CCMC  
Collector of Revenue  
Town of East Hampton**

October 5, 2012

To: The East Hampton Town Council

The total refunds equal \$2,493.39. Documentation of tax refunds are available in the tax office for your review if you so desire. The total refunds equal \$2,493.39.

Thank you for your assistance.

*Nancy Hasselman, CCMC*

Nancy Hasselman, CCMC  
Collector of Revenue

	0 • C
67 • 26	+
10 • 70	+
423 • 52	+
6 • 93	+
114 • 92	+
27 • 97	+
61 • 42	+
55 • 32	+
24 • 54	+
13 • 82	+
34 • 15	+
1,497 • 79	+
23 • 38	+
35 • 06	+
72 • 38	+
24 • 23	+
2,493 • 39	*